



LOG IN TIPS – DEA CAREER GATEWAY

(APPLICANTS ONLY)

FORGOT USER ID

FORGOT YOUR CAREER GATEWAY USER ID

Applicant Home - Microsoft Internet Explorer provided by DEA for Official Use ONLY

https://nlccg.usda.gov/psc/pdeanjob/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL

File Edit View Favorites Tools Help

Applicant Home

Careers

Enter your user name and password to login. If you have not yet registered, [Register Here](#).

Basic Job Search
Keywords:
Posted:
[Search](#) [Advanced Search](#) [Search Tips](#)

Login
User Name:
Password:
[Login](#) [Login Help](#) [Register Now](#)

1. From the Career Gateway Login Page, click the '**Login Help**' link

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Login Help

Choose One of These Options

Forgot your password?
*Enter your User Name:

[Get New Password](#) [Cancel](#)

OR

Forgot your User Name?
*Enter your Email Address:

[Find User Name](#) [Cancel](#)

2. Enter your email address in the "**Forgot your User Name?**" box, then click the "**Find User Name**" button.

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Careers

☒ An Email message with user id or new password has been sent to your preferred Email address.

Enter your user name and password to login. If you have not yet registered, [Register Here](#).

Basic Job Search
Keywords:
Posted:
[Search](#) [Advanced Search](#) [Search Tips](#)

Login
User Name:
Password:
[Login](#) [Login Help](#) [Register Now](#)

3. Upon successfully verifying the information, a message indicating that an email message with your user id or new password has been sent to your preferred email address in the system. **See sample on back of this page.**

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FORGOT USER ID

SAMPLE EMAIL MESSAGE – USER ID

-----Original Message-----

From: DoNotReply@dea.gov

To: Test

Subject: Applicant User Name Notification

Sent: Nov 15, 2010 2:56 PM

Your request for User Name notification has been processed. Please use the following user name to access your applicant home page.

Your User Name is Testcase

NOTE: ANY USER ID ASSOCIATED WITH THE APPLICANT'S EMAIL ADDRESS WILL BE LISTED IN THE EMAIL NOTIFICATION.